

# Driving Privilege Card for Undocumented Immigrants



**The Driving Privilege Card Fee is \$52.**

Applicants desiring to obtain a Driving Privilege Card (DPC) must first submit fingerprints and other necessary information in order for SBI to run a search of Delaware State Criminal Databases before applying for a Driving Privilege Card at Delaware Division of Motor Vehicles (DMV). This is done by appointment only. To schedule an appointment applicants should call SBI at (302) 739-2528.

The applicant shall appear at SBI and fill out a DPC Application. This application will require the applicant to attest via affidavit that this is their full and correct name

as well as their date of birth. The applicant must present identification documentation. Acceptable documentation shall include the following, with other documentation to be evaluated on a case by case basis:

- A Birth Certificate
- A Foreign Passport
- A Foreign Driver's License
- A School Identification that includes a photograph

The applicant will be photographed and fingerprinted. The applicant will pay \$52.00 and then be issued a receipt. Payment options are cash (except Sussex County), credit or debit cards, certified checks, money orders, or company checks made out to Delaware State Police. We do not accept American Express or personal checks. The receipt will be printed with a unique receipt number and they may respond to DMV to apply for the DPC. This receipt must be presented to DMV at the time of application for the DPC. See the below link for DMV procedures for the DPC.

If a review of the of Delaware State Criminal Databases reveals a conflict between the name the applicant provided and an alias on file with the state or the applicant has an outstanding warrant for criminal charges in Delaware, the applicant must resolve the conflict prior to becoming eligible to obtain the DPC from DMV.

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## **Locations and hours of operation for SBI:**

## **Kent County**

**No appointment needed except for DPC Applicants**

The office is located at 655 South Bay Road, Suite 1B, Dover, DE 19901, in the Blue Hen Corporate Center. Enter the road between Kent County Levy Court and Firestone, then follow the fingerprint signs.

**Hours of operation are:**

- Mondays, 8:30 a.m. to 6:30 p.m.
- Tuesday through Friday, 8:30 a.m. to 3:30 p.m.
- Call (302) 739-5871 for more information

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

- [Holiday Closing Schedule](#)

## **Sussex County**

**By appointment only**

The office is located inside the Thurman Adams State Service Center located at 546 S. Bedford Street, Room 202, Georgetown, DE.

**Hours of operation are:**

- Monday –Thursday, 8:30 a.m. – 3:30 p.m.
- To schedule an appointment call (302) 739-2528.
- CASH IS NOT ACCEPTED at this location.

The results of the completed certified criminal history will

not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

- [Holiday Closing Schedule](#)

## **New Castle County**

### **By appointment only**

The office is located at Delaware State Police Troop 2, on Route 40, in Bear, just west of the Fox Run Shopping Center, between routes 72 and 896, across from the Glasgow walking park and next to the YMCA.

### **The hours of operation are:**

- Mon, Wed, Thurs, and Fri, 8:30 a.m. to 3:15 p.m.
- Tuesday, 11:30 a.m. to 6:15 p.m.
- To schedule an appointment call (302) 739-2528.

The results of the completed certified criminal history will not be returned the same day. The results will be forwarded to the recipient as soon as operationally possible.

- [Holiday Closing Schedule](#)

## **Out of State Residents**

### **Mail in request for certified criminal history**

Fingerprints may be taken by your local police agency or any fingerprinting agency. All ten print fingerprint cards are acceptable. If the agency will not provide a card, you may print a FD-258 fingerprint card that is available on the

Federal Bureau of Investigation website at [www.fbi.gov](http://www.fbi.gov) – click stats & Services, then Identity History Summary Checks, then FD-258 Fingerprint Card. You may print the card on regular paper and present this to the agency for fingerprinting.

**FOR STATE BACKGROUND:** A written authorization letter granting the Delaware State Police to conduct a background check on the individual must be signed by the individual. This does not need to be notarized. Send the authorization letter in along with a money order made payable to the Delaware State Police for \$52.00 along with your fingerprint card. The fingerprint card should be filled out entirely to include your name, any aliases, address, date of birth, social security, sex, race, height, weight, eye color, hair color and place of birth.

**FOR PROFESSIONAL REGULATIONS:** The Authorization form the board must be signed, completed and included, along with your fingerprint card and a money order for \$65.00 payable to the Delaware State Police. The fingerprint card should be filled out entirely to include your name, any aliases, address, date of birth, social security, sex, race, height, weight, eye color, hair color and place of birth.

An authorization letter, fingerprint card and certified check or money order, made payable to “Delaware State Police” should be sent to the below address. PERSONAL CHECKS ARE NOT ACCEPTED

**MAIL TO:**

Delaware State Police  
State Bureau of Identification  
P.O. Box 430  
Dover, DE 19903

**If you need any other information regarding a certified**

**criminal history, please call (302) 739-5884.**